Summer Strong 2022 Out of School Time Request for Applications

RFA Release Date: October 29, 2021
Applications Due Date: December 6, 2021, by 5:00 pm EST

There are no mandatory meetings necessary to apply for this grant competition. All information is available on the Learn24 website, learn24.dc.gov. The Office of Out of School Time Grants and Youth Outcomes (OST Office) located in the Office of the Deputy Mayor for Education (DME) wants to support applicants and encourages all applicants to participate in the various opportunities for support.

Applications and attachments must be submitted through Seamless Docs here: https://dcgov.seamlessdocs.com/f/Summer_Strong_2022_RFA.Successfully submitted applications will receive a confirmation via the browser upon receipt of submission. If a confirmation is not received, contact Summer2022RFA@dc.gov **within 24 hours** from the time of submission. Applications that do not receive a confirmation will not be reviewed.

One application per organization will be accepted in response to this Request for Applications. Exceptions will be granted to organizations that are serving as fiscal sponsors for one or more entities.

Late (at or after 5:01 pm on December 6), incomplete, paper, or email applications will not be considered. All funding decisions are final and are not subject to review, appeal, or protest.

TABLE OF CONTENTS

SECTION A: STATEMENT OF WORK

A.1 Introduction

The Government of the District of Columbia (District) is committed to supporting children and youth in preparing for a bright future. In service of that commitment, the District is seeking to support strong nonprofit organizations that provide children and youth with high-quality out-of-school-time (OST) programming.

The funds available through this Request for Applications (RFA) will be awarded through the Office of Out of School Time Grants and Youth Outcomes (OST Office), located in the Office of the Deputy Mayor for Education (DME). Federal funds have been made available by the Office of the State Superintendent (OSSE) and grant awards are contingent upon the availability of funds.

Learn24 is the name for the network that supports equitable access to high-quality OST programs for the District's children and youth. Learn24 supports coordination among nonprofit organizations and District government agencies through targeted grant-making, data collection, evaluation, and through the provision of training, capacity building, and technical assistance to OST providers. The OST Office stewards the Learn24 brand to bring awareness of the OST Office, The Institute for Youth Development, Commission on Out of School Time Grants and Youth Outcomes, higher education partners, District agencies, philanthropic partners, and the hundreds of nonprofits and schools that offer programs to children and youth outside the school day.

A.2 Scope

The Summer Strong 2022 Out of School Time RFA invites high-performing, fiscally responsible, nonprofits or Local Educational Agencies (LEAs) that focus on youth development and has a history of success with increasing participants academic knowledge, skills, and behaviors and serve school age children and youth[1] with summer programs to apply. Organizations applying must serve youth with a positive youth development approach. Grant funds may only be used to serve children and youth[2] who reside in the District of Columbia. For this RFA, the term youth will be used to describe both children and youth.

Summer programs have been shown to support academic recovery and reduce summer learning loss. The typical summer learning loss experienced in a regular year can often be reduced through participation in a summer program, especially when that program focuses on an academic area the youth enjoy. This summer OST programs are more important than ever and will provide both social-emotional learning (SEL) and academic support. The continued impacts of COVID have exacerbated the need to provide support and academic recovery for youth most at-risk.

For the purposes of this RFA, summer programming is defined as a structured, supervised learning, and youth development opportunity offered to a distinct group of District youth during the summer months for a minimum of 5 hours per day, 5 days a week, for 5 consecutive weeks. Applicants must describe a program that offers academic content and/or SEL, and enrichment in the program design.

A.2.1 Amount of Funding to be Awarded

Grant awards are contingent on the availability of funds approved by the Council of the District of Columbia. The grant awards will come from both local and federal funding sources (if applicable). The OST Office anticipates awarding up to $4,500,000 in total awards.

---

[1] As defined by the Office of Out of School Time Grants and Youth Outcomes Establishment Act of 2016 § 2–1555.01

[2] "Youth" means an individual of 21 years of age or less who is eligible to enroll in a District primary or secondary school, or an individual of 22 years of age or less who is eligible to receive special education services from a local educational agency

Applicants may request up to $150,000. In order to receive the maximum grant award which will be allocated from a federal source, applicant must deliver or implement an evidence-based intervention for a minimum of 60 youth. The OST Office maintains the right to adjust the grant award amount.

A.2.2 Youth Development Outcomes

Youth development is a process that prepares youth to meet the challenges of childhood, adolescence, and adulthood and achieve his or her full potential by offering activities and experiences that help youth develop social, emotional, physical, cognitive, and spiritual competencies.

Positive Youth Development (PYD) is a method that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths; and promotes positive outcomes for youth by providing opportunities, fostering positive relationships, and offering supports to build on youth's strengths and assets.

The intent of this grant is to support high-quality summer programs that offer measurable academic increases or social emotional growth for at-risk youth. The OST Office is seeking to fund youth-serving organizations that provide intentional opportunities that help youth with learning and help prepare them academically and emotionally for the upcoming School Year.

A.2.3 Evidence-Based Intervention

To receive the maximum grant award, applicants must have a history of using an evidence-based intervention (ex. high impact tutoring, READ 180, etc.) that support academic, SEL, or other youth development outcomes. The evidence-based intervention should meet the American Rescue Plan Act criteria and is defined as activities, strategies, or interventions that:

A. Demonstrate a statistically significant effect on improving student outcomes or other relevant outcomes based on
   1. Strong evidence from at least one well-designed and well-implemented experimental study; or
   2. Moderate evidence from at least one well-designed and well-implemented quasi-experimental study; or
   3. Promising evidence from at least one well-designed and well-implemented correlational study with statistical controls for selection bias; or

B. Demonstrate a rationale based on high-quality research findings or positive evaluation that such activities, strategies, or interventions are likely to improve student outcomes or other relevant outcomes; and include ongoing efforts to examine the effects of such activities, strategies, or interventions.

Please see the US Department of Education's guidance on using evidence to strengthen education investments for more information. If the applicant seeks the maximum award amount, a one-page citation or bibliography of the research supporting the evidence-based intervention must be submitted.

A.2.4 Target Population

Grants will be awarded to organizations serving school-aged youth, as defined above, with a youth development approach. Preference will be given to applicants that serve youth who are most in need or at-risk and require access to high-quality, low- or no-cost out-of-school-time opportunities. As defined by the Fair Student Funding and School – Based Budgeting Amendment Act of 2013, Section 4 (a) (2A) "at–risk" means a DCPS student or a public charter school student who is identified as one or more of the following:

(A) Homeless;
(B) In the District's foster care system;
(C) Qualifies for the Temporary Assistance for Needy Families program or the Supplemental Nutrition Assistance Program; or

(D) A high school student that is one year older, or more, than the expected age for the grade in which the student is enrolled.

Considerations for need include family income, specific populations, neighborhood conditions, transportation issues, ages served, and the number of programs offered in the community. Organizations must be able to describe the specific community needs that the program addresses in the narrative.

The District maintains the right to provide priority points for programs located in Wards 5, 7, and 8 based on the information found through the DC Policy Center's *Needs Assessment of Out-of-School Time Programs.*

Programs must be available to any at-risk youth across the District that meets the programs' specific target population.

Organizations must serve a minimum of 30 unduplicated youth residing in the District by the end of the program period. Learn24 strongly encourage applicants to maintain robust retention over the program period. Programs are expected to serve the same youth for 5 weeks. These funds are for a continuous 5-week program, NOT five one-week programs. If incentives are utilized to retain youth, grant funds may not be applied for these efforts.

In order to receive the full grant award, applicants should serve a minimum of 60 unduplicated youth.

A.2.5 Grant Period

The grant period is from May 2, 2022 through August 27, 2022.

A.2.6 Program Period

Summer programming must take place for a minimum of 5 continuous weeks between June 13, 2022, and August 27, 2022. Programming may occur at any time during the program period to meet the minimum dosage, but the weeks of programming must be continuous.

A.2.7 Program Dosage

Programs must offer services for a minimum of 5 hours per day, 5 days per week, for 5 consecutive weeks to the same group of youth. The District reserves the right to provide additional points for applications that exceed the minimum programming hours.

- All in-person programs will need to adhere to safety and security measures required by Mayoral Orders, DC Department of Health, or any DC Law.

A.2.8 Program Locations

Grants are program and site-specific. Sites must be clearly described in the application. Programming may occur at any accessible and safe location in the District or outside the District. Proposed program locations must be listed on the application cover sheet.

A.3 Eligibility

In order to achieve equitable outcomes for youth, the OST Office offers a variety of grant opportunities which will provide diverse programming opportunities. Applicants may apply for multiple Learn24 Summer Strong Grant Competitions, however; applicants are only eligible to receive one Summer Strong 2022 OST grant award, with the exception of a Summer Strong Coordinating Entity grant.

Any organization that is receiving a Fiscal Year 2022 Year-Round grant or has a grant from the OST Office for a summer program, is not eligible to apply to this competition.

A.3.1 Organizational Structure and Status Requirements

Organizations must have a 501(c)(3) nonprofit status as determined by the Internal Revenue Service (IRS) for a minimum of two (2) years at the time of submission. Applicants must submit 501(c)(3) designation letters from the Internal Revenue Service (IRS). Organizations may partner with another 501(c)(3) entity as a fiscal sponsor to apply. Both applicant and fiscal sponsor must submit 501(c)(3) designation letters. (Appendix 7).

In addition, the applicant must be in good standing with the IRS by supplying two (2) years of the most recent Form 990 filings. The OST Office has the right to review the IRS website for confirmation of the filings.

Applicant must be incorporated and registered to operate in the District of Columbia and be in good standing as evidenced by currently valid:

i. Department of Consumer and Regulatory Affairs (DCRA) Basic Business or Charitable Solicitation License (Appendix 8)
ii. DCRA Certificate of Good Standing (Appendix 9)
iii. Office of Tax and Revenue (OTR) Clean Hands Certificate (Appendix 10)

If the applicant is a prior Learn24 grantee, the applicant must be in compliance with all prior grant agreements.

A.3.2 Programmatic Focus and Experience

Organizations' primary vision and program focus must be on serving District youth with intentional opportunities that help youth increase academic knowledge, skills, abilities, support SEL, and offer enriching experiences. A history of success will be determined by the applicant's ability to describe how success is measured using formative assessments for the target population. Organization may choose any academic content area or areas in the program design. Organizations must have offered the program for at least two (2) years. A one-page logic model or theory of change is required and does not count toward the narrative page limitation.

A.3.3 Finance

The District supports fiscally responsible organizations. As part of the District's efforts to support fiscally responsible organizations, indirect costs should not exceed 30% of the total budget.

The applicant and, if applicable, the fiscal sponsor must include copies of:

1. Current fiscal year Balance Sheet and Profit/Loss Statement
2. Last two (2) years of IRS Form 990, 990EZ, or 990N and any schedules filed
3. Board approved organization budget (Local Education Agency (LEA) are exempt)
4. Program budget
5. Organizations with revenues over $250,000 must submit a copy of an audit conducted by an independent CPA within the last two fiscal years.

   Organizations with revenues of less than $250,000 may submit an audit or financial review conducted by an independent CPA. If an audit or financial review is unavailable, the organization must show evidence that a CPA is under contract to perform the audit or financial review that must be completed by September 1, 2021. The audit or financial review must be received prior to the grant agreements being issued and extensions will not be granted.

Organizations may not receive more than $50,000 in any fiscal year from the District without providing a clean audit conducted by an independent Certified Public Accountant (CPA).

Grantees must have financial management protocols to comply with federal regulations (2 CFR 200.302(b)). Grantees must also have cash management procedures and written allowability procedures (if applicable).

A.3.4 Grant Fund Limitations

Grant funds may not be used for any of the following activities:

Serving youth from other jurisdictions; any program other than the one described in the application; serving youth outside of the definition provided by the Out of School Time Grants and Youth Outcomes Act § 2–1555.01; alcohol of any kind; bad debts; contingencies; indemnity insurance; self-insurance; retirement or pension plans; post-retirement benefits; legal expenses or professional service costs; land or building purchases or capital improvements; purchase of vehicles; entertainment or social activities; food or beverages associated with entertainment; food or beverages for staff, board, or volunteers; interest on loans; fines and penalties; fines and penalties of any grant awards; fundraising or grant-writing; investment management costs or fees; membership to lobbying organizations or activities; direct gifts to lobbying campaigns; public relations of the organization (e.g., displays, ads, exhibits, conventions, travel); faith-based activities; staff or board bonuses, and/or staff, volunteer, or board incentives; any payments to members of the Board of Directors; participant cash incentives, stipends, or gift cards (other than nominal amounts); tuition, awards, and scholarships; re-granting (also known as sub-granting); and payment, taxes, or fees to any government agencies except as may be needed to comply with the District of Columbia's Criminal Background Check policy or payroll taxes.

Grant funds may not be used in conjunction with other District of Columbia government grants to serve the same program and the same youth, such as the Department of Employment Services (DOES) or Summer Youth Employment Program (SYEP). SYEP youth may be used as additional staff support but cannot be counted toward the grant for participants served if the organization is receiving programming funds from DOES.

Applicant may not subcontract more than 40% of grant funds. The use of subcontractors must be provided in the budget narrative.

There are requirements for the purchase of equipment and computing devices, per federal regulations. If applicant plans to use grant funds for equipment or computing devices, please describe the specific purchase and the need for the equipment or computing devices.

A.3.5 Program Expenses

Grant funds may be used for functional program expenses across multiple locations and must be described in the narrative.

Grant funds awarded must be applied to direct program costs such as program staff salary and benefits; program equipment, supplies and materials; curricula; program evaluation; educational/learning field trip expenses; staff time; expenses related to procuring background checks; staff time related to data entry, reporting, and accounting when related to program expenses; cleaning supplies; and Personal Protection Equipment (PPE) necessary to create and sustain programming.

The Nonprofit Fair Compensation Act of 2020, D.C. Law 23-185, Subchapter XI-A, allows any grantee to apply a federal Negotiated Indirect Cost Rate Agreement (NICRA) to the grant funds and approved budget. If a grantee does not have a NICRA, the de minimus indirect rate is 10%.

SECTION B: APPLICATION SUBMISSION

B.1 Application Submission Checklist

Applications and attachments must be submitted by Monday, December 6, 2021, at 5:00 pm, submit here. Successfully submitted applications will receive a confirmation notice via the browser upon completion. Applicants should print the confirmation as evidence of submission. Applications without a confirmation or without evidence of submission, late, or incomplete applications will not be reviewed.

Submissions with any missing application attachments are considered incomplete and will not be reviewed. The application will not be reviewed if applicant fails to submit all required documents. Additional documents not requested will not be reviewed and will be removed from the application materials. Documents that exceed the page limitations will not be reviewed.

All required documents from the checklist must be submitted as PDF, Microsoft Word, or Microsoft Excel files and be uploaded with the completion of the application form.

B.2 Narrative (14 pages maximum)

Responses should be written according to the sections and in the following order below to receive maximum point allocation. Organizing the narrative by sections with the corresponding header is suggested. The narrative includes the budget narrative to clarify or justify the budget details. The actual budget calculations may be separate documents and will not count toward the maximum number of pages.

B.2.1 Narrative Format

The narrative must be formatted as follows:

- Margins: Use 1-inch margins.
- Font: Use 11-point Times New Roman font. Figures and captions can be in font size 8.
- Page Numbering: Number each page of the document consecutively.
- Spacing: Use single spacing.
- The use of tables, graphs, or charts are permitted and count towards the narrative page limit.

B.2.2 Organization History and Staff Experience (12 points)

- Describe the organization's history, mission, and leadership. Describe the organization's approach and philosophy towards youth development.
- Describe the organization's capacity and experience with managing and complying with programmatic and financial grant reporting requirements including but not limited to progress reports, financial expenditures, and ability to secure criminal background checks for personnel (paid and unpaid). Describe the personnel responsible for the various elements of the grant.
- Describe how the organization identifies structural racism and methods used to dismantle those systems.

B.2.3 Need and Justification of Program(s) to be funded by the Learn24 grant (24 points)

If the organization offers more than one program (e.g., elementary academic program, SEL, high school leadership program, etc.), that will be funded through this grant, ensure the description is clear on the individual program(s) and provides adequate information on the following core components of all programs:

- Describe the target population served. Describe if the population served is "at-risk" as defined in the RFA and how the "at-risk" determination is made. Describe why the program serves the target population identified.
- Describe the recruitment plan and process for enrolling at-risk youth.
- Describe the retention goal for the program and the percentage of youth that will be retained.
- Describe the strategies employed for retaining youth throughout the program period.
- If applicable, describe the evidence-based intervention that will be used and the research supporting the tiers (strong evidence, moderate evidence, promising evidence, demonstrates a rationale).
- If applicable, describe how the evidence-based intervention is implemented with fidelity.

B.2.4 Description of Youth Program(s) to be funded by Learn24 grant (24 Points)

Program Design:

- Describe the activities, opportunities, services, supports, and projects that youth will experience and be engaged with during the program period and align with the agenda provided.
- Describe the specific academic content focus or foci or SEL strategies. Describe the schedule and content participants will experience throughout the day and through the end of the program.

- Describe the youth's involvement and role(s) in contributing to the design and content of the program or opportunities for youth leadership.
- Describe how the program model will be amended while ensuring outcomes are achieved in relation to previous historical success.

Staff and Volunteer Qualification:

- Describe the professional qualifications, expertise, and experience of key program staff and/or volunteers that deliver and manage the program. Describe previous experience working with youth or other relevant areas of expertise, including experience and connection with the community served.
- Describe the professional development that summer staff, volunteers, and contractors will receive in order to deliver the summer program.

B.2.5 Program Measures (28 Points)

One-page logic model or theory of change (per program to be funded with the Learn24 grant) are required and will be used in scoring this section of the application.

- Describe the organization's expertise in youth development and the organization's history of success in delivering youth programming, including measures of success in achieving academic increases and/or SEL outcomes.
- Describe the formative assessment used to measure academic content. Describe why the assessment is the best measure for that content area. Describes how the assessments are used to increase individual participants skills and knowledge to achieve success.
- Describe past evaluations and success of the program with at-risk youth. Disaggregated data may be used to demonstrate the ability of the program to achieve success.
- Describe the goals, targeted number of youth engaged, outputs, and short-term outcomes the program plans to achieve within the minimum five weeks.

Quality Improvement

- Describe changes made to the program design based on data received in previous years.
- Describe any evidence-based youth development practices used by the program. Cite sources and provide proof of evidence-based practice used.
- Describe how the organization measures program quality or commits to continuous improvement.

B.2.6 Making Connections (8 Points)

- Describe how the program supports youth with connecting to the larger community and being responsible citizens or provide a rationale why the program does not connect with the larger community.
- If appropriate, describe other roles the program staff and/or volunteers have in the youth's life. Examples include a connection to the school, family, community, or other system (such as foster care, adjudicated youth, etc.).

B.2.7 Budget and Budget Narrative (12 points)

Attach the organizational annual budget and program budget(s) in any format. Indicate all revenue and expenses and describe the use of the grant dollars. LEAs are exempt from providing organizational budgets. (Appendix 4)

- Describe and justify how the grant funds will be used, the number of youth served by the grant funds, and the cost per student.
- Describe how the program budget fits within the organization's budget.
- Describe the organization's indirect costs and if the organization's indirect costs are above 30%, explain why.
- If there is a nominal program fee, describe how the program will accommodate youth whose families cannot afford to pay.

- Describe in detail how the organization plans to raise revenue for the proposed program (e.g., fundraising events, private donations, government initiatives, etc.). Include details on other funding sources the organization is applying for or has secured for the program.

SECTION C: APPLICATION PROCESS AND SCORING

C.1 Important Dates

- November 10, 2021: Grant Information Session
- Tuesday, November 30, 2021: Last day that questions may be submitted
- Friday, December 3, 2021: Last day that answers will be published
- Monday, December 6, 2021: Completed applications due electronically by 5:00 p.m.
- December 2021: If needed, questions to applicants to clarify applications
- March 2022: Awards announced via email

C.1.1 Grant Technical Assistance

- Grant Information Session: OST Office will host a virtual information session to provide an overview and answer questions related to the RFA. Applicants are strongly encouraged to participate. There will be separate sessions held for the various grant competitions currently available. Organizations should attend the information session associated with the specific RFA.
    - November 10, 2021 from 2:00 pm – 3:00 pm. Registration is not required. Attend the information session by clicking here: https://bit.ly/3pRr347
- Logic Model Training: Learn24 has a prerecorded workshop on how to create a program logic model. Access the recording here.

C.1.2 Questions

Questions regarding the RFA must be submitted via email to Summer2022RFA@dc.gov. Questions and answers will be published beginning November 5, 2021. Once published, the questions and answers will be updated regularly as questions are received. Responses to questions will be provided through the document within 36 hours of receipt, except on weekends. Questions and answers can be found at https://rb.gy/2iewmd.

C.1.3 Application Submission and Deadline

Applications and attachments must be submitted by Monday, December 6 2021, at 5:00 pm, click here or visit https://dcgov.seamlessdocs.com/f/Summer_Strong_2022_RFA to submit. Successfully submitted applications will receive a confirmation notice via the browser upon completion. Applicants should print the confirmation as evidence of completion. Applications without a confirmation or without evidence of completion, late, or incomplete applications will not be reviewed.

Applications with any missing attachments are considered incomplete and will not be reviewed.

C.2 Review Process

C.2.1 Scoring

Each proposal will be reviewed by three (3) reviewers using the scoring rubric. (Appendix 13)

Applicants may receive up to 108 points as follows:

- Organization History and Staff Experience (12 points)
- Need and Justification of Program(s) to be funded by the Learn24 grant (24 points)
- Description of Youth Program(s) to be funded by the Learn24 grant (24 Points)
- Program Measures (28 points)

- Making Connections (8 points)
- Budget (12 points)

In the event that three (3) reviewer scores differ by ten (10) points (+/-) or more from the average score, a fourth review will be completed, and the outlier will be discarded.

The reviewer scores will be used to calculate a final score that is then used to rank applications. The scores and ranks are used by the OST Office to make final award determinations. The District may provide additional points for priorities to ensure equity across the District. Additional points will be awarded consistently and objectively based on information supplied in the proposal.

Any application that scores 50% or less than the overall points available will not be eligible for funding.

C.2.2 Reviewers

OST Office will recruit and accept reviewers who have a background and knowledge of youth development and out-of-school-time programming. All reviewers are screened for conflicts of interest. Each reviewer will receive training on how to score using a scoring rubric.

C.2.3 Notification Process

All applicants will be notified via email about the status of the award in March 2022. Applicants will receive reviewer scores sheets in April 2022. Applicants should ensure Summer2022RFA@dc.gov is on the list of acceptable email address to ensure emails are not sent to the spam filter.

C.2.4 Awards

All funding decisions are final and are not subject to review, appeal, or protest.

SECTION D: SUCCESSFUL GRANT APPLICANTS

D.1 Requirements If Awarded

D.1.1 Grant Agreements

Grantees will complete grant agreements with the OST Office and submit all required documents by May 2022.

D.1.2 Grantee Meetings and Activities

The grantee must complete the activities as described in the application for which the grantee was funded. Any deviations should be made writing for review and approval by the OST Office, prior to being implemented.

A minimum of one (1) mandatory meeting will be held during the grant period to discuss grant compliance, data use, forms, reporting requirements, and other relevant details. Failure to attend may result in immediate termination of the grant agreement.

D.1.3 Training and Certification

Grantees must have at least one (1) local, certified mandated reporter. The certificate of completion of the mandated reporter training must be provided during monitoring visits and uploaded into Cityspan. Mandated reporters are professionals obligated by law to report known or suspected incidents of child abuse and/or neglect. In addition, grantees should have a policy on how staff, volunteers, or contractors are informed or trained for suspicion of abuse and neglect and how to contact the organization's mandated reporter. Access the training here or at https://dc.mandatedreporter.org. The mandated reporter must have all current background clearances uploaded into Cityspan.

The grantee must provide the organization's Bullying Prevention Policy in accordance with the requirements of the Youth Bullying Prevention Act of 2012, D.C. Official Code §§ 2-1535.01 et seq., that is enforced on its property, sponsored functions, during transportation, and in electronic communications. The Youth Bullying Prevention Act provides information with respect to bullying prevention policies, codes of conduct, bullying investigations and appeals, the role of the Office of Human Rights (OHR), the OHR compliance procedure, and related matters. Grantee may contact the OHR for template language and assistance drafting a Bullying Prevention Policy.

At least one (1) person per physical site must have Cardio-Pulmonary Resuscitation (CPR) and First Aid training. Certification of completion and must be uploaded in the Cityspan database. All staff must be aware of the location of the trained CPR personnel on-site. This will be confirmed during monitoring visits.

D.1.4 Operations and Insurance

Grantees will be required to provide to the District all certificates of insurance which will be reviewed and approved by the Office of Risk Management (ORM). (Appendix 11)

Grantees must be compliant with the specific insurance and background check requirements of the program location.

Organizations shall maintain and be able to provide documentation related to the grant for five (5) years after receipt of the final payment. At any time before final payment and five (5) years thereafter, the District may request the organization's invoices, vouchers, receipts, statements, audits or other supporting documentation related to the grant.

If a grantee fails to comply with the grant agreement or significantly alters the intent of programming from the original application, this may result in a delayed or non-payment or termination of the grant.

Any payment may be reduced by amounts found to be unallowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the organization and an overpayment or an unallowable cost has been identified the organization shall return funds within 30 days of receipt of written notification.

Organizations shall establish and maintain books, records, and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices (GAAP) and which include sufficiently supported documentation and properly reflect all revenues and expenditures of grant funds awarded. Supporting documentation includes canceled checks, proof of payment or electronic transfer, account statements, credit card receipts, invoices, petty cash slips, or other form of documentation that substantiates the expenditure listed.

If needed and at any time during the program period, at the request of the District, grantees may be required to accept and enroll youth experiencing housing uncertainty. Grantees will have the opportunity to discuss this requirement with Grantor at the time of referral.

D.1.5 Data

Grantees are required to collect consent forms and participate in research and evaluation activities commissioned by the District. Grantees will submit data directly to the District using Cityspan. These activities include but are not limited to enrollment and demographics of participants, attendance, collection of youth/family consent forms, and distribution and data entry of youth surveys.

The youth survey, Survey of Academic and Youth Outcomes-Youth (SAYO-Y), is an online tool that grantees will administer to participants in 4th grade and above, if appropriate.

D.2 Monitoring and Compliance

Specific monitoring and progress report schedules will be established and included in the grant agreement. Grantor staff (with appropriate identification) may make a minimum of one scheduled and one unscheduled monitoring visit.

During such visits, the organization is required to provide access to facilities, records, virtual programming modules and live sessions, as well as participants, and staff, as deemed necessary. (Appendix 12)

Monitoring may involve interviews and random reviews of reports, documents, clearances, background checks, policies, procedures, and data to determine the organization's level of compliance with grant requirements and to identify specifically whether the organization's operational, financial, and management systems and practices are adequate to account for grant funds.

D.2.1 Staff and Volunteer Clearance Requirements

Grantees will be required to have the following background checks uploaded into Cityspan on all of the organization's staff, volunteers, and contractors who have regular (at least once weekly) and unsupervised access to youth, including those conducting virtual programming:

- DC Child and Family Services Agency (CFSA) Child Protection Register (CPR) and signed affidavit one-year after the initial CFSA CPR check is completed,
- Federal Bureau of Investigation (FBI) criminal background check and signed affidavit one-year after the initial FBI check,
- Metropolitan Police Department (MPD) criminal background check and signed affidavit one-year after the initial MPD check, and
- National Sex Offender Registry (NSO) and signed affidavit one-year after the initial NSO check.

One-day visitors, guests, and volunteers shall always be under the direct supervision of a staff member with all appropriate clearances are exempt.

All clearances must be valid for the duration of the grant period or renewed prior to expiration, and align with the program site requirements (DCPS, DCPCS, etc.), and uploaded into Cityspan. Employees, volunteers, or contractors who are newly hired or under contract by the organization and have unsupervised contact with youth, must have background checks and clearances submitted to the appropriate agencies within the first week of employment and the organization must maintain proof of submission within the personnel file.

In the event that any staff, volunteer, or contractor has a background check returned with an issue or indication of past criminal history, the said result must be communicated to the Grantor within two (2) business days. Said staff, volunteers, or contractors involved may not have unsupervised interactions with youth until Grantor has made a determination.

D.2.2 Attendance

Grantees will be required to provide access to daily attendance or sign-in sheets as requested. Grantees will be required to submit daily attendance via a template provided by the OST Office or directly into the Learn24 database. Attendance must be entered at least weekly into the Learn24 database.

D.2.3 Adult to Youth Ratio

Programs must maintain an adult to participant ratio of at least 1:15 for youth ages 5 – 17, unless a lower ratio is required by the District.

D.2.4 Safety

If awarded, District may request access to the following. (Appendix 12 for a full list).

- Emergency Preparedness Plan that deals with threats of terrorism, Code Red Days when extreme heat causes program interruption, etc. and includes a communication plan for key stakeholders
- CPR/First Aid, one certified person at each program site (does not need to be organizational staff)
- Procedural plan in the case of health emergency
- Mandated reporter policy

- Sign-in or attendance sheets
- Signed consent forms with the Family Educational Rights and Privacy Act (FERPA) language and SAYO-Y, if applicable
- Incident reports,
- Safety and security virtual protocols, and
- Certificates of Insurance

D.2.5 Program Reporting

At the program start, grantees must enter the following information into the Learn24 database (Cityspan):

- Confirmed list of all program site(s)
- Information about each program at each program site
- General program schedule
- Hours of programming

No later than the second week of programming and throughout the grant period, the grantee must enroll participants into the program via Cityspan. The minimum participant information is:

- Full legal name
- Home address
- Date of birth
- Gender
- School grade
- School name

Grantees will be required to complete a written program report. Report include the following:

- Total number of youth served throughout the program
- Number of youth who attended at least one day of the program
- Written report, including relevant information and successes, challenges, and changes.

If Grantee receives federal funds, additional reporting may be requested at any time by the Office of the State Superintendent or by the U.S. Department of Education.

D.2.6 Finance and Financial Reporting

Grantees must have active accounts and profiles in the DC Vendor Portal and Ariba eSourcing system.

The Nonprofit Fair Compensation Act of 2020, D.C. Law 23-185, Subchapter XI-A, allows any grantee to apply a federal Negotiated Indirect Cost Rate Agreement (NICRA) to the grant funds and approved budget. If a grantee does not have a NICRA, the de minimus indirect rate is 10%.

Grantees shall maintain all financial records related to the grant award.

Accounting records, source documentation, including but not limited to, general ledger, receipts, agreements, contracts, canceled checks, invoices, vouchers, paid bills, financial statements, approved time and attendance reports, bank statements, and payroll records. All of which shall be clearly identified, legible, and readily accessible to Grantor.

D.2.7 Disbursements of Funds

Grantee will invoice the District for the first payment once the grant agreement is fully executed. The second payment and all subsequent invoices will be made via reimbursement after all required documents have been reviewed and approved by the grant manager. The final payment of not less than 5% of the grant award can be invoiced upon acceptance of the final report and a compliance review of the grant.

D.2.8 Accountability Risk Profile

At the completion of a grant period, the OST Office shall provide the grantee an accountability risk profile (“ARP”), which shall designate the grantee as “low-risk”, “medium-risk”, or “high-risk”.

As part of the process of making an ARP risk profile, the OST Office shall review whether the grantee met all grant agreement requirements, including program reporting and financial reporting.

The ARP risk classification will determine the amount of monitoring required for future grants and the eligibility of the grantee to apply to future RFAs or receive future grants from the OST Office.

An organization designated as “high-risk” shall not be eligible to apply for a grant from the OST Office until both: one (1) year has elapsed since the date of the designation; and two (2) appropriate documentation has been provided to the OST Office that documents the organization’s performance has improved. Performance improvement can be documented either in the form of an audit or an independent program assessment.

SECTION E: APPENDICES

Appendix 1: Application Cover Sheet and Program Locations

Appendix 2: Certifications and Assurances

Appendix 3: Logic Model, optional template (one page per program)

Appendix 4: Example Organization Budget and Budget Template

Appendix 5: Glossary

Appendix 6: Sample IRS Determination Letter 501(c)3 Status: Tax Exempt Form

Appendix 8: Sample DCRA Basic Business License or Charitable Solicitation License

Appendix 9: Sample DCRA Certificate of Good Standing

Appendix 10: Sample OTR Clean Hands

Appendix 11: Insurance Requirements

Appendix 12: Sample Monitoring Visit Checklist

Appendix 13: Scoring Rubric

Appendix 1: Application Cover Sheet and Program Locations

Cover sheet to be completed electronically via the application submission. The template below is for informational purposes only.

Applicant Information

Organization legal name:		
Employer Identification Number (EIN):		
Street address:		
Has the organization had a contract with any DC Government agency that was terminated within the past 5 years?		☐ Yes ☐ No ☐ Unsure
If yes, please explain:		

Application Point of Contact Information

Name:			
Email:		Phone:	

Staff Information

Number of full-time employees:		Number of part-time employees:	

Budget Information

Grant amount requested:		Total program budget:		Organization budget:	

Program Information

Check all ages the Summer program will serve:	☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐ Students over 18 but still in high school (Grant funds must serve school-age participants)		
Is the program specifically targeting any special populations?	☐ English Language Learner (ELL) ☐ Special Needs ☐ All Boys ☐ All Girls ☐ LGBTQ+ ☐ Homeless ☐ Public Housing ☐ Foster Care ☐ Other:____________________	Expected number of unduplicated District youth who will be directly served by the grant:	
Program start date:		Program end date:	
Maximum number of hours per week open to youth participation:		Total number of weeks program would be offered:	
At the end of the program, what will the children or youth have learned?			
Does the program use an evidence-based intervention?			☐ Yes ☐ No

The template below is for informational purposes only.

Program Location Information:

Program location 1 name:				Is this a DCPS facility?	☐ Yes ☐ No
Street address: (if applicable, ensure SE, SW, NE, NW is provided.)				Floor, apartment, or suite #	
City:		State:		Zip code:	
Program location 2 name:				Is this a DCPS facility?	☐ Yes ☐ No
Street address: (if applicable, ensure SE, SW, NE, NW is provided.)				Floor, apartment, or suite #	
City:		State:		Zip code:	
Program location 3 name:				Is this a DCPS facility?	☐ Yes ☐ No
Street address: (if applicable, ensure SE, SW, NE, NW is provided.)				Floor, apartment, or suite #	
City:		State:		Zip code:	
Program location 4 name:				Is this a DCPS facility?	☐ Yes ☐ No
Street address: (if applicable, ensure SE, SW, NE, NW is provided.)				Floor, apartment, or suite #	
City:		State:		Zip code:	

The checklist summarizes the list of required documents and is for informational purposes only.

☐ Cover Sheet and Program Locations to be submitted online

☐ Application Narrative (14 pages maximum)

☐ Program Budget

☐ Board approved Organization Annual Budget

☐ Certifications and Assurances

☐ Program Logic Model and/or Theory of Change, any format is acceptable, but template provided for convenience (one page per program maximum)

☐ Summer camp agenda or schedule

☐ If applicable, citations or bibliography of evidence-based intervention research (one page maximum)

☐ IRS determination letter of 501(c)(3) non-profit organization dated December 6, 2019 or earlier

☐ DCRA Basic Business License, currently valid through September 30, 2022 or if it will expire before September 30, 2022, organization will need to renew to be valid through September 30, 2022 when it expires

☐ DCRA Certificate of Good Standing dated within the past year or no earlier than December 6, 2020

☐ OTR Clean Hands Certificate dated within the past year or no earlier than December 6, 2020

☐ Current fiscal year Balance Sheet and Profit Loss Statement

☐ One (1) year of most recent audit or CPA engagement letter

☐ Two (2) years of the most recently completed signed Form 990, 990EZ, or 990N and any schedules filed

Appendix 2: Certifications and Assurances

The authorized signatory must sign and date after each statement.

Terrorist Exclusion

I certify that the organization named in this application is in compliance with all statutes, executive orders, and regulations restricting or prohibiting U.S. persons from engaging in transactions and dealings with countries and entities, or individuals subject to economic sanctions administered by the U. S. Department of the Treasury's Office of Foreign Assets Control. The organization named in this application is aware that a list of countries subject to such sanctions, a list of Specially Designated Nationals and Blocked Persons subject to such sanctions, and overviews and guidelines for each such sanctions program can be found at http://www.treas.gov/ofac. Should any changes in circumstances pertaining to this certification occur at any time, the organization will immediately notify both Grantor and Office of Personnel Management's Combined Federal Campaign Operations.

Signature/Date

Non-Discrimination Policy and Delivery of Services

I certify that the organization named in this application has a policy and demonstrates a practice of non-discrimination as it relates to the operation of the organization, including service delivery on the basis of race, creed, color, religion, gender, age, national origin, physical or mental health, sexual orientation or any characteristic protected by law. In accordance with Title VI of the Civil Rights Act of 1964, as amended, and the District of Columbia Human Rights Act of 1977, as amended, no person shall, on the grounds of race, color, religion, national origin, sex, age, disability, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, matriculation, or political affiliation, be denied the benefits of or be subjected to discrimination under any program activity receiving government funds.

Signature/Date

Staff Clearances and Requirements

I certify that all adults, paid and unpaid, who have regular (more than one interaction per week) contact with youth will have the FBI Background Check, DC Criminal Background Check, DC Child Protection Register Check, and verified results from the National Sex Offender Registry on file. I grant the District access to these records at their request, during monitoring visits, and will ensure to upload them into the database, redacting all Personally Identifiable Information. I further certify that one-day visitors, guests, and volunteers who do not have the required clearances, shall always be under the direct supervision of a staff member with appropriate clearances.

Signature/Date

Personal Assurance

I certify that I have read the certifications and assurance listed above, that I have the signing authority on behalf of the organization, and I certify that all information contained in this application is true and accurate to the best of my knowledge and belief and that any misinformation may result in a termination of the grant. I understand and agree that this certification will carry through to the end of the grant period.

Signature/Date

Appendix 3: Logic Model

LEARN24.DC.GOV

[Organization’s Name] Logic Model for [Program Name]

Program and Mission statement (note the target population, audience served and what you hope to impact)

Type the mission statement here.

Challenge to be Addressed

What is the problem that the organization is trying to address through the programs?

Assumptions

Assumptions the organization makes about the program, the people involved, and how change will occur. The assumptions might include the theory behind the program, underlying beliefs about how and why it will work, or the conditions for success.

Inputs/Resources (Needed to operate program)	**Activities** (Program Opportunities for Kids)	**Outputs** (Result of Program Activities)
Inputs or resources that go into a program including human, financial, organizational, and community resources available for carrying out a program’s activities. Examples include Funding, Program staff, curricula, Volunteers, and Research.	**Activities** (program activities) are the actions or events provided to generate desired outcomes. You should also include the **dosage**—the amount of time or number of activities. For example, Workshops (4 @ 2 hours), Guest Speakers (6 per year), or Training Programs (2 hours/week for 10 weeks). The dosage is an important determining factor for whether the program can achieve its outcomes. A program that does one hour of tutoring per semester should not claim to improve grades. However, a program that does one hour of tutoring per week for a semester could make that claim.	**Outputs** are the direct products of a program’s activities and may include types, levels and targets of services to be delivered by the program. Examples include # of individuals who will complete training, # of individuals who expressed satisfaction with the program, or # of individuals receiving referrals.

External Factors (Realities)

Factors that are outside of organization’s control that might affect the planned work or achieve the desired change. Examples include funding, political changes, or participants relocating.

Short Term Outcomes (Awareness, Knowledge, Attitude)

Outcomes are the measurable, meaningful, and expected ***changes*** in the population served that result from a program’s activities.

Short-term outcomes generally focus on changes in attitude, awareness, or knowledge. These are the outcomes you desire by the program mid-point.

Intermediate Outcomes (Skills, Action, Behavior)

Intermediate or mid-term outcomes generally focus on changes in skills, behaviors, and actions. These are the outcomes you desire by the program end. Think about 0-3 months after the program ends when identifying these outcomes.

Long Term Outcomes (Status or Condition)

Long-term outcomes generally focus on changes in status or condition. These are the outcomes intended for participants to achieve or exhibit after 6 months or longer at the end of the program. The time for achieving this outcome should take into consideration how long participants are tracked beyond the program.

Appendix 4: Example Organization Budget and Budget Template

Revenue Description			**Projected Income**
		Corporate Donations (Walmart, KPMG)	50,000
		Individual Contributions (United Way, CFC)	10,000
		Interest	136
		Cafritz Foundation Grant	15,000
		Meyer Foundation Grant	10,000
		Learn24 – Summer 2022 Grant	25,000
		Other Grants (description provided in the narrative)	100,000
		Program Fees	5,000
		Events	5,000
		Total Revenue	**$220,136**
Expense Description			**Projected Expenses**
	Management and General		
		Salaries (Executive Director)	60,000
		Benefits	14,400
		Administrative Supplies	2,000
		Building Expenses Rent	12,000
		Insurance	1,200
		Utilities	2,400
		Equipment	3,000
		Legal Fees	2,000
		Professional Fees	7,000
		Phone and IT Services	1,200
		Subtotal Expenses	**105,200**
	Program		
		Salaries (Program Director) and other staff	56,800
		Benefits	12,000
		Clearances (Staff and Volunteers)	300
		Program Supplies	12,000
		Program Equipment	3,000
		Field Trip	1,500
		Food and Meals	1,000
		Subtotal Expenses	**86,600**
		Total Expenses	**191,800**

Indirect Rate is [insert explanation], if applicable.

Learn24 Budget Template

Directions
- Only enter expenses that would be charged to the grant.
- Insert rows as needed.
- Leave rows blank or delete if the expenses is not charged to the grant.

Expense	Description and Explanation of calculation	Costs
Program Personnel		
Salaries - Employees only		
Title & Name (if possible)	Brief description of program role, calculation of wages	
Title & Name (if possible)	Brief description of program role, calculation of wages	
Payroll Taxes		
Expense Name	Explain calculations, prorated	
Benefits		
Expense Name	Explain calculations, prorated	
Program Implementation		
Contracted Services/Contractors (must provide a copy of agreement or contract)		
Name of Contractor	Brief description of contract/agreement and amount charged to grant	
Name of Contractor	Brief description of contract/agreement and amount charged to grant	
Supplies and Materials		
Learning materials (curricula, books, kits, etc.)	Brief description, calculations, describe how prorated	
Supplies (pencils, pens, paper, etc.)	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Equipment		
Expense Name	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Travel		
Off site learning	Brief description, calculations, describe how prorated	
Transportation	Brief description, calculations, describe how prorated	
Staff Travel	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Marketing and Outreach		
Printing	Brief description, calculations, describe how prorated	
Website	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Other Direct Program Costs		
Expense Name	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Program Operations		
Rent	Brief description, calculations, describe how prorated	
Utilities	Brief description, calculations, describe how prorated	
Telecommunication	Brief description, calculations, describe how prorated	
Equipment	Brief description, calculations, describe how prorated	
Insurance	Brief description, calculations, describe how prorated	
Postage and delivery	Brief description, calculations, describe how prorated	
Organization Expenses (these expenses are considered indirect)		
Salaries - Employees only (not program specific)		
Title & Name (if possible)	Brief description of program role, calculation of wages	
Title & Name (if possible)	Brief description of program role, calculation of wages	
Contracted Services/Contractors (must provide a copy of agreement or contract)		
Name of Contractor	Brief description of contract/agreement and support to program	
Name of Contractor	Brief description of contract/agreement and support to program	
Other Costs		
Expense Name	Brief description, calculations, describe how prorated	
Expense Name	Brief description, calculations, describe how prorated	
Indirect rate		
	TOTAL	$0.00

Appendix 5: Glossary

Activities: (program activities) are the actions or events provided to generate desired outcomes.

Applicant: an entity that submits an application to be considered for funding.

Asset Based: An approach that focuses on the strengths and competencies that children and youth have that values resilience over risk, assets over deficits, and strengths over weaknesses. An asset-based approach focuses on leveraging existing strengths as opposed to fixing what is “wrong”.

At-Risk: Fair Student Funding and School, Based Budgeting Amendment Act of 2013 Section 4(a)(2A) states “At–risk” means a District of Columbia Public School (DCPS) student or a public charter school student who is identified as one or more of the following: (A) Homeless; (B) In the District’s foster care system; (C) Qualifies for the Temporary Assistance for Needy Families program or the Supplemental Nutrition Assistance Program; or (D) A high school student that is one year older, or more, than the expected age for the grade in which the student is enrolled.

Cityspan: a secure web-accessible database platform that the Office of Out of School Time Grants and Youth Outcomes contracts with to collect and maintain data regarding program information, program staff, youth enrollment, and youth attendance.

Direct Program Costs: costs related to carrying out program activities and working directly with the students such as teachers, instructors, other education staff, aids, assistants, interns, supplies, curriculum, and management.

DME: Office of the Deputy Mayor for Education

DPR: Department of Parks and Recreation

Dosage: the amount of time or number of activities.

Evidence Based Practices: practices or programming that have been shown through research or data to improve outcomes.

Family Education Rights and Privacy Act (FERPA): The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Frontline Staff: staff that work directly with youth.

Goal: an indicator established to determine whether an objective has been achieved (e.g. all participating youth have improved their literacy scores).

Grantmaking Partner: a nonprofit organization that administers and monitors the OST Grant Program on behalf of the OST Office.

Indirect/Operating Costs: costs that cannot be tied directly to the program, but costs that are incurred to support the program (e.g. audits, audit fees, grant writing, management or finance salaries, or administrative rent).

Inputs: resources that go into a program including human, financial, organizational, and community resources available for carrying out a program’s activities**.**

Local Education Agency: the DCPS system or any individual or group of public charter schools operating under a single charter.

Logic Model: is a graphic depiction (road map) that presents the shared relationships among the resources, activities, outputs, outcomes, and impact of the program. It depicts the relationship between the program activities and its intended effects.

Opportunities: activities, roles, and responsibilities taken on and done by youth to explore, express, earn, belong, and influence.

OST Commission: The Commission on Out of School Time Grants and Youth Outcomes.

Out-of-School Time (OST) Program: a structured, supervised learning or youth development program offered to District youth before school, after school, on weekends, or during seasonal breaks.

Outcomes: knowledge, skills, attributes, abilities, and behaviors youth need to be healthy, caring, and responsible as they transition to adulthood.

Outputs: tangible and measurable results of what a program does or provides that then lead participants to desired outcomes. (e.g. number enrolled, number retained, number and/or duration of workshops, homework sessions, college visits, special events, and guest speakers).

Personally Identifiable Information (PII): information that, alone or in combination, can be linked to a specific student including but not limited to child or family name, address, Unique Student Identifier, school name, date of birth (DOB), place of birth, or mother's maiden name. Aggregate data may sometimes include PII if the underlying data is so narrowly defined that the information can be used to identify the student. Furthermore, group level aggregated data where the group is less than 10 children could be identifiable as well.

Positive Youth Development (PYD): a method that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths *so that youth are empowered to reach their full potential.* PYD differs from other approaches to youth in that it rejects an emphasis on trying to correct what is "wrong" with youth's behavior or development.

Request for Applications (RFA): a solicitation for entities to apply in order to be considered for funding.

Reviewer: an individual that reads applications, reviews, and scores applications based on the scoring criteria.

School-Age Program Quality Assessment (SAPQA): is a validated instrument designed to measure the quality of school age programs (grades K-6) and identify staff training needs. The SAPQA is one of a number of tools available through Program Quality Intervention (PQI).

Services: provision of resources, knowledge, or goods to or for youth.

Small Nonprofit Organization: an organization with an operating budget of less than $250,000.

Structural Racism: A system of policies and norms within an institution that have historically been used to create, perpetuate, and reinforce racial inequities.

Supports: things done with youth; relationships addressed by expectations, guidance, and boundaries.

Survey of Academic and Youth Outcomes-Youth (SAYO-Y): a youth survey created by the National Institute on Out of School Time (NIOST) at Wellesley College that is comprised of multiple choice, Likert scale questions that are completed by youth participants to measure their program experiences, future expectations, sense of competence, and sense of how the OST program has helped them.

Target: an indicator established to determine how successfully an organization is achieving an objective (e.g. x% of youth will improve their literacy scores by at least one grade level).

Theory of Change: describes the change that an initiative (organization, program, network, project, etc.) wishes to see in the world and its understanding of how it will contribute to that change.

Youth: an individual of 21 years of age or less who is eligible to enroll in a District primary or secondary school, or an individual of 22 years of age or less who is eligible to receive special education services from a local educational agency.

Youth Development: childhood and adolescence stages of human development that supports social, emotional, cognitive/intellectual, spiritual, and physical growth.

Youth Developmental Outcomes: the results of programs, services and supports that are designed to engage youth to meet their developmental needs and refer to changes in knowledge, attitude or behavior. These outcomes have been framed into two categories:

Identity: a sense of personal well-being and connection and commitment to others.

Ability: knowledge, skills, and attitudes that prepare youth for adulthood.

Youth Participation: youth having the power to make and implement decisions, together with a share of the responsibility for the outcomes.

Youth Development (Program): childhood and adolescence stages of human development that supports social, emotional, cognitive/intellectual, spiritual, and physical growth or a programmatic or service delivery approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths; and promotes positive outcomes for youth by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their strengths.

Youth Program Quality Assessment (YPQA) ®: is a validated instrument designed to measure the quality of grades 4-12 youth programs and identify staff training needs. The PQA is one of a number of tools available through Youth Program Quality Intervention (YPQI).

Youth Program Quality Intervention (YPQI): a data-driven continuous improvement model created by The David P. Weikart Center for Youth Program Quality (Weikart) that uses a rigorous, experimental design, which research finds produces a cascade of positive effects, resulting in improved program quality at the point of service.

Youth Worker or Youth Development Practitioner: an individual who works with youth to promote developmental outcomes. Youth Workers range from frontline staff to program managers who work with youth in structured, semi-structured, or unstructured settings.

Appendix 6: Summer Syllabus Sample

Week Agenda

<table>
<tr><th></th><th>Monday</th><th>Tuesday</th><th>Wednesday</th><th>Thursday</th><th>Friday</th></tr>
<tr><td>8:00 – 8:30</td><td colspan="5">BREAKFAST</td></tr>
<tr><td>8:30 – 9:00</td><td colspan="4">Center Welcome; Teambuilding Activities; Creating Community Agreements; Center Chant and Poem – focused on creating structure and routine</td><td rowspan="8">Field Trip: Field Day at Anacostia Park with Vendor ABC to conduct team building activities and group ropes course competition</td></tr>
<tr><td>9:00 – 10:00</td><td colspan="4">Literacy Time- delivered by our team</td></tr>
<tr><td>10:00 – 10:15</td><td colspan="4">Mindfulness and/or Meditation Activity</td></tr>
<tr><td>10:15 – 11:15</td><td colspan="4">Sports Math Curriculum: Learning math through sports and analytics</td></tr>
<tr><td>11:15 – 12:15</td><td>Computer Programming or Building Robots</td><td>Web Design or Computer Literacy Classes</td><td>Computer Programming or Building Robots</td><td>Web Design or Computer Literacy Classes</td></tr>
<tr><td>12:15 – 1:00</td><td colspan="4">LUNCH and RECESS</td></tr>
<tr><td>1:00 - 2:00</td><td>Dance or Dodgeball</td><td>Visual Arts – TBD</td><td>Dance or Dodgeball</td><td>Visual Arts - TBD</td></tr>
<tr><td>2:00 - 3:00</td><td colspan="4">Life Skills: Introduction to College, Apprenticeships, Military/Service, or Careers; Career Assessment; research and presenting options</td></tr>
<tr><td>3:00 - 3:30</td><td colspan="5">Center Wrap-up; shout-outs; reflections and goals for tomorrow; group showcase</td></tr>
</table>

Literacy Time Syllabus

Objective: Scholars will select a book of their choice to read. Scholars will complete the "Story Map and Movie Trailer to display at the summer end showcase.

Time	Goals	Sample Activities
Week 1	Selection of Book: Three Cups of Tea (Read up to chapter 3) or Nothing But the Truth (Read Chapter 1)	Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts internal blog post and group's discussions.
Week 2	Three Cups of Tea (Read up to chapter 9) or Nothing But the Truth (Read Chapter 5)	Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts internal blog post and group's discussions.
Week 3	Three Cups of Tea (Read up to chapter 13) or Nothing But the Truth (Read Chapter 13)	Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts internal blog post, and groups discussions, drafting Story Map
Week 4	Three Cups of Tea (Read up to chapter 18) or Nothing But the Truth (Read up to Chapter 15)	Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts internal blog post, and groups discussions, finalizing story map and start video production
Week 5	Three Cups of Tea (Read up to chapter 22) or Nothing But the Truth (Read up to Chapter 19)	Students will be given 30 minutes of reading time that include both individual and group reading, daily journal prompts internal blog post, and group discussions, finalize video production.

The remaining items on the schedule are contracted services and details are unavailable at this time. We are happy to share if awarded.

Appendix 7: Sample IRS Determination Letter 501(c)3 Status: Tax Exempt Form

IRS Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: [redacted]
Dec. 23, 2011 LTR 4168C E0
[redacted]
000000 00
00017549
BODC: TE

[redacted]
WASHINGTON DC 20003-2802

019320

Employer Identification Number: [redacted]
Person to Contact: [redacted]
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Dec. 14, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in January 1977.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

Appendix 8: Sample DCRA: Basic Business License or Charitable Solicitation License

The application can be found at
https://dmped.dc.gov/sites/default/files/dc/sites/dcra/publication/attachments/BBL_app_instructions.pdf

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Vincent C. Gray,

Department of Consumer and Regulatory Affairs
Business License Division
1100 4th Street S.W.
Washington DC 20024

Date Issued: 7/20/2014
Category: 4002
License#: [redacted]
License Period: 9/1/2014 - 8/31/2016

BASIC BUSINESS LICENSE

Billing Name and Address:
[redacted]
Washington, DC 20003

Premise/Application's Name and Address:
[redacted]
WASHINGTON, DC 20003

Registered Agent's Name and Address
[redacted]
Washington DC20003

Owner's Name
Corp. Name [redacted]
Trade Name

CofO/HOP#: CO116788	SSL: 0904 0869	Zone: CHC/C-2-A	Ward: 6	ANC: 6B	PERM NO.

General Business - Charitable Solicitation

– THE LAW REQUIRES THIS LICENSE TO BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES –

*License Effective from the later of Issued or Start of License-Period Date

Director:
Rabbiah A. Sabbakhan

Appendix 9: DCRA Certificate of Good Standing

The application available at: https://dcra.dc.gov/corporate-registration-information

Initial File #: 742391

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
CORPORATIONS DIVISION

CERTIFICATE

THIS IS TO CERTIFY that all applicable provisions of the District of Columbia Business Organizations Code (Title 29) have been complied with and accordingly, this ***CERTIFICATE OF GOOD STANDING*** is hereby issued to

[redacted]

WE FURTHER CERTIFY that the domestic filing entity is formed under the law of the District on 10/7/1974; that all fees, and penalties owed to the District for entity filings collected through the Mayor have been paid and Payment is reflected in the records of the Mayor; The entity's most recent biennial report required by § 29-102.11 has been delivered for filing to the Mayor; and the entity has not been dissolved. This office does not have any information about the entity's business practices and financial standing and this certificate shall not be construed as the entity's endorsement.

IN TESTIMONY WHEREOF I have hereunto set my hand and caused the seal of this office to be affixed as of 4/6/2015 11:41 AM

Business and Professional Licensing Administration

Patricia E. Grays

PATRICIA E. GRAYS
Superintendent of Corporations
Corporations Division

Muriel Bowser
Mayor

Tracking #: nOsAbujx

Appendix 10: DC OTR Certificate of Clean Hands

The application available at: https://otr.cfo.dc.gov/page/online-clean-hands-application

Government of the District of Columbia

CERTIFICATE OF CLEAN HANDS

[redacted]

WASHINGTON, DC 20002-5330

EIN : *****[redacted]

As reported in the Citywide Clean Hands system, the above referenced individual or entity has no outstanding liability with the District of Columbia. As of the date herein, you have complied with the following official DC code and therefore are issued this Certificate of Clean Hands.

TITLE 47. TAXATION, LICENSING, PERMITS, ASSESSMENTS AND FEES
CHAPTER 28. GENERAL LICENSE LAW
SUBCHAPTER II. CLEAN HANDS BEFORE RECEIVING A LICENSE OR PERMIT
D.C. Code § 47-2862 (2006)
§ 47-2862. Prohibition against issuance of license or permit.

Authorized By Bobby Tucker
Chief Collection Division

Date: Tuesday this 22nd day of September 2015 03:24 PM

Tracking#:379271

This document is a certified, complete and true copy

Appendix 11: Insurance Requirements

The Grantee at its sole expense shall procure and maintain, during the entire period of performance under this Agreement, the types of insurance specified below. The Grantee shall have its insurance broker or insurance company submit a Certificate of Insurance to the Grant Manager giving evidence of the required coverage prior to commencing performance under this Agreement. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the Grant Manager. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-/VII or higher.

All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Grantee (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Grantee (including without limitation the liability to pay premiums) shall be the sole obligation of the Grantee, and not the additional insured. The additional insured status under the Grantee's Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 and CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the Grant Manager in writing. All of the Grantee's liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Agreement by the Grantee, or anyone for whom the Grantee may be liable. These policies shall include a separation of insured clause applicable to the additional insured.

If the Grantee maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee.

1. Commercial General Liability Insurance ("CGL") - The Grantee shall carry a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the Grant Manager in writing), covering liability for all ongoing and completed operations of the Grantee, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than $1,000,000 each occurrence, a $2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a $1,000,000 personal and advertising injury limit, and a $2,000,000 products-completed operations aggregate limit including explosion, collapse and underground hazards.

2. Automobile Liability Insurance - The Grantee shall provide evidence of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the Grant Manager in writing) including coverage for all owned, hired, borrowed, and non-owned vehicles and equipment used by the Grantee, with minimum per accident limits equal to the greater of (i) the limits set forth in the Grantee's commercial automobile liability policy or (ii) $1,000,000 per occurrence combined single limit for bodily injury and property damage.

Form CA 99 48 03 06 Pollution Liability - Broadened Coverage for Covered Autos - Business Auto, Motor Carrier, and Truckers must be endorsed onto the policy

3. Workers' Compensation Insurance - The Grantee shall provide evidence of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the Agreement is performed.

4. Employer's Liability Insurance - The Grantee shall provide evidence of employer's liability insurance as follows: $500,000 per accident for injury; $500,000 per employee for disease; and $500,000 for policy disease limit.

5. Cyber Liability Insurance - The Grantee shall provide evidence of Cyber Liability Insurance, with limits not less than $2,000,000 per occurrence or claim, $2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Grantee in this Agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits may not be shared with other lines of coverage. A copy of the cyber liability policy must be submitted to assure compliance.

6. Professional Liability Insurance (Errors & Omissions) - The Grantee shall maintain Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Agreement. The policy shall provide limits of $1,000,000 per claim or per occurrence for each wrongful act and $2,000,000 annual aggregate. The Grantee warrants that any applicable retroactive date precedes the date the Grantee first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services.

7. Sexual/Physical Abuse & Molestation - The Grantee shall carry $1,000,000 per occurrence limits; $2,000,000 aggregate of affirmative abuse and molestation liability coverage. Coverage should include physical abuse, such as sexual or other bodily harm and non-physical abuse, such as verbal, emotional or mental abuse; any actual, threatened or alleged act; errors, omission or misconduct. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts. So called "silent" coverage under a commercial general liability or professional liability policy will not be acceptable. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts. So called "silent" coverage or "shared limits" under a commercial general liability or professional liability policy will not be acceptable.

8. Commercial Umbrella or Excess Liability - The Grantee shall provide evidence of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Grantee's umbrella or excess liability policy or (ii) $5,000,000 per occurrence and $5,000,000 in the annual aggregate, following the form and in excess of all liability policies.

   All liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the “other insurance” provision must be amended in accordance with this requirement and principles of vertical exhaustion.

A. PRIMARY AND NONCONTRIBUTORY INSURANCE. The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance, or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

B. DURATION. The Grantee shall carry all required insurance for two (2) years after the report is accepted by the District.

C. LIABILITY. Section XVII are the required minimum insurance requirements established by the District of Columbia. However, the required minimum insurance requirements provided above will not in any way limit the Grantee’s liability under this Agreement.

D. GRANTEE’S PROPERTY. Grantee are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

E. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance.

F. NOTIFICATION. The Grantee shall ensure that all policies provide that the Grant Manager shall be given thirty (30) days prior written notice in the event of coverage and/or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Grantee shall provide the Grant Manager with ten (10) days prior written notice in the event of non-payment of premium. The Grantee will also provide the Grant Manager with an updated Certificate of Insurance should its insurance coverages renew under this Agreement.

G. CERTIFICATES OF INSURANCE. The Grantee shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to the Grant Manager.

   The Grant Manager may request, and the Grantee shall within three (3) business days provide updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Grantee expires prior to completion of this Agreement, renewal certificates of insurance, additional insured, and other endorsements shall be furnished to the Grant Manager prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the Grant Manager on an annual basis as the coverage is renewed (or replaced).

H. DISCLOSURE OF INFORMATION. The Grantee agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Grantee, its agents, employees, contractors consultants, or servants in the performance of this Agreement.

Appendix 12: Sample Monitoring Visit Checklist

Grantees are subject to scheduled and unscheduled monitoring and quality site visits throughout the grant period. During a prearranged monitoring visit, Learn24 team member must have access to the following items:

  - Signed enrollment forms with SAYO and FERPA consent
  - Supporting documents on participant attendance
  - Personnel files for time reporting, background checks, or certificates of completion for required training
  - Invoices, receipts, general ledger, audits, financial reviews, balance sheets, payroll confirmation, and other financial documents for evidence of expenses
  - Certificates of Insurance
  - DC Department of Consumer and Regulatory Affairs (DCRA) current Good Standing
  - DC Office of Tax and Revenue (OTR) current Clean Hands
  - DCRA current Charitable solicitation Basic Business License
  - MOUs, contracts, or agreements used by grant funds
- Program Policies and Procedures
  - Program Staff Hiring Standards
  - Safety and Security Procedures
    - Participant code of conduct, behavior management plan, or conflict resolution plan
    - Program personnel access to participant safety information (emergency contacts, health information, etc.)
    - Fixed asset equipment distribution policy, loan agreement, and procedure for return of equipment
    - Cyber and web-based safety protocols including ability to block inappropriate content from being accessed
    - Field trip procedures
    - Incident reporting and resolution
    - Social distancing policies (when applicable)
    - Emergency Preparedness Plan that deals with threats of terrorism, Code Red Days when extreme heat causes program interruption, etc.
    - Exit and pick-up procedures
    - Process for handling health emergency
    - Process personnel follow if personnel or youth test positive for COVID-19, emergency, program canceling, and other disruption to the program, if applicable
  - Accommodation
    - Virtual and web-based software for participants meets accessibility needs such as Braille, closed captioning, sign language, etc.
    - Facilities are ADA compliant (ramps, lighting, entry and exits, etc.)
- Access to equipment purchased with grant funds or documentation of the destruction/loss of the equipment

Appendix 13: Scoring Rubric

Section 1: Organization History & Staff Experience (12 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
□ Does not define history and mission of organization □ Does not describe organization's approach or philosophy towards youth development	□ Describes history and mission of organization, lacks details □ Describes organization's approach or philosophy towards youth development	□ Details history and mission of organization □ Details organization's approach or philosophy towards youth development	□ Details history and mission of organization □ Details organization's approach or philosophy towards youth development □ 100% of organization mission currently focused on serving children and youth ages 5 - 21
□ Does not describe key staff that will manage grant funds and reporting	□ Describes key staff that will manage grant funds and reporting	□ Details key staff that will manage grant funds and reporting □ Staff has experience in managing and complying with grant requirements	□ Clearly describes key personnel that will manage grant funds and reporting and role in organization □ Staff has expertise, experience, and success in managing grant funds □ Organization provides quantitative and qualitative evidence of success in managing and complying with grant requirements
□ Does not describe how the organization identifies structural racism	□ Describes how the organization identifies structural racism	□ Details how the organization identifies structural racism	□ Details how the organization identifies structural racism □ Includes examples of work done to dismantle those identified systems in the community

Section 2: Need and Justification of Program(s) to be funded by the Learn24 grant (24 Points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
□ Does not describe the target youth population and why organization is proposing to serve this population	□ Describes the target youth population and why organization is proposing to serve this population □ Describes whether organization has served this population historically	□ Details the target youth population and why organization is proposing to serve this population □ Describes whether organization has served this population historically □ Provides explanation for why this population needs the program □ Describes if population served is "at-risk" as defined in RFA	□ Details the target youth population and why organization is proposing to serve this population □ Describes whether organization has served this population historically □ Provides explanation for why this population needs the program and provides supporting data □ Describes ways that youth express interest in the program □ Describes if population served is "at-risk" as defined in RFA □ Describes how the "at-risk" determination is made
□ Does not describe the recruitment plan □ Does not describe retention goal of the program □ Does not describe retention strategies □ Does not provide evidence-based intervention	□ Describes the recruitment plan □ Describes the retention goal □ Describes retention strategies □ Provides evidence-based intervention	□ Details the recruitment plan for at-risk youth □ Describes historical success with the recruitment plan □ Describes the retention goal □ Describes the percentage of youth that will be retained □ Describes successful strategies that retain youth for the duration of the program □ Describes evidence-based intervention □ Describes the tiers of evidence	□ Details the recruitment plan for at-risk youth □ Describes historical success with the recruitment plan □ Provides qualitative or quantitative historical success of recruiting youth □ Details the retention goal □ Describes the percentage of youth that will be retained □ Describes historical success with retaining youth □ Details successful retention strategies employed by program □ Provides qualitative or quantitative examples of past retention strategies □ Details evidence-based intervention □ Details the tiers of evidence □ Details how the program is implemented with fidelity
□ Does not provide citation or bibliography of research	□ Provides citation or bibliography of research	□ Provides citation or bibliography of research □ Evidence supports Tier 3 or 4 (Promising Evidence or Demonstrates a Rationale)	□ Provides citation or bibliography of research □ Evidence supports Tier 1 or 2 (Strong Evidence or Moderate Evidence)

Section 3: Description of Youth Program(s) to be Funded by the Learn24 Grant (24 points)			
Unacceptable or Did Not Respond (1 point)	**Acceptable (2 points)**	**Good (3 points)**	**Excellent (4 points)**
Program Design			
□ Does not provide an agenda □ Does not describe the activities, opportunities, services, supports, and projects for youth in the program	□ Provides an agenda □ Describes the activities, opportunities, services, supports, and projects for youth in the program	□ Provides an agenda □ Details the activities, opportunities, services, supports, and projects for youth in the program □ Activities, opportunities, services, supports, and projects align to syllabus	□ Provides a detailed agenda □ Details the activities, opportunities, services, supports, and projects for youth in the program □ Activities, opportunities, services, supports, and projects align to syllabus and overall goal of the program
□ Does not describe the specific area of academic content or focus or SEL strategies □ Does not describe the schedule and content participants will experience	□ Describes the specific area of academic content or focus or SEL strategies □ Describes the schedule and content participants will experience throughout the day	□ Describes the specific area of academic content or SEL strategies □ Describes how the program delivers the content □ Describes the schedule and content participants will experience throughout the day and through the end of the program	□ Describes the specific area of academic content or SEL strategies □ Details the schedule and content participants will experience throughout the day and through the end of the program □ Describes how the program delivers the content in various engaging methods
□ Does not describe youth voice in the design of the program or □ Does not describe youth leadership opportunities	□ Describes youth voice in the design of the program or □ Describes youth leadership opportunities	□ Describes youth voice in the design of the program and □ Describes youth leadership opportunities	□ Details authentic youth voice in the design of the program and □ Details authentic youth leadership opportunities □ Provides examples of specific youth voice and leadership □ Provides examples of changes made to program as a result of youth input
□ Does not describe any change to the program model	□ Describes a change to the program model	□ Describes how the program model will be amended from historical success.	□ Describes how program will continue to ensure success with outcomes in the amended model.
Staff and Volunteer Qualifications			
□ Does not describe the key people that will deliver the program	□ Describes key personnel but lacks details □ Staff has experience working with youth	□ Details staff qualifications and experience □ Details staff experience working with youth	□ Details staff qualifications, expertise and experience □ Key staff has several years of experience working with youth or other relevant areas of expertise
□ Does not describe any professional development that summer staff, volunteers, or contractors will receive	□ Describes professional development that summer staff, volunteers, or contractors will receive	□ Details the professional development that summer staff, volunteers, or contractors will receive that specifically relate to the program and the population served	□ Details the professional development that summer staff, volunteers, or contractors will receive that specifically relate to the program and the population served □ Describes additional professional development opportunities available

Section 4: Program Measures (28 Points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
□ Does not describe historical successes and/or academic outcomes achieved	□ Describes some successes or expertise in achieving academic outcomes □ Does not detail history in achieving academic outcomes	□ Describes successes or expertise in achieving academic outcomes □ Details at least two years of history in achieving academic and/or SEL outcomes that are clear, specific, and can be attributed to the organization	□ Details successes or expertise in achieving academic outcomes □ Details at least two years of history in achieving academic and/or SEL outcomes that are clear, specific, and can be attributed to the organization □ Provides quantitative and qualitative evidence of specific academic outcomes
□ Does not describe formative assessment	□ Describes formative assessment to measure content focus	□ Describes formative assessment to measure content focus □ Describes the selection for the formative assessment for the content area and the validity of the assessment to measure the content focus	□ Describes formative assessment to measure content focus □ Describes the selection for the formative assessment for the content area and the validity of the assessment to measure the content focus □ Describes how the formative assessment is used to increase individual participant skills and knowledge and achieve success.
□ Does not describe program evaluation methods	□ Describes program evaluation methods	□ Describes program evaluation methods □ Describes program past evaluations and success with at-risk youth	□ Details program evaluation methods □ Details program past evaluations and success with at-risk youth □ Provides disaggregated data on improving academic improvements.
□ Does not describes goals □ Does not define anticipated number of youth served □ Does not describe or list outputs □ Does not describe short term outcomes	□ Describes goals □ Defines anticipated number of youth served □ Describes or list outputs □ Describes short term outcomes	□ Details achievable and realistic goals and targets □ Defines anticipated number of youth served □ Describes history of reaching number of youth served □ Details or list achievable and realistic outputs □ Details achievable and realistic short term outcomes	□ Details achievable and realistic goals and targets □ Defines anticipated number of youth served □ Describes history of reaching number of youth served with qualitative or quantitative evidence □ Details or list achievable and realistic outputs □ Details achievable and realistic short term outcomes □ Provides evidence of past outputs and outcomes reached □ Describes how the program knows when the outcomes have been achieved
Quality Improvement			
□ Does not describe any changes made to the program based on data collected in previous years or does not explain why it didn't change □ Does not describe any evidence-based practices used by the program or does not explain why no evidence-based practices are used □ Does not describe how the organization measures program quality	□ Describes changes made to the program based on data collected in previous years or describes why no changes were made □ Describes some evidence-based practices used by the program or describes why no evidence-based practices were used □ Describes how the organization measures program quality	□ Details changes made to the program based on data collected in previous years or details why no changes were made and provide examples □ Details evidence-based practices used by the program or details why no evidence-based practices were used and provide examples □ Describes how the organization measures program quality	□ Details changes made to the program based on data collected in previous years or details why no changes were made and provide examples □ Describes how those changes affect the youth □ Details evidence-based practices used by the program and why they are used or details why no evidence-based practices were used and provide examples □ Cites sources of evidence-based practices and connection to program □ Details how the organization measures program quality □ Describes the organizations commitment to continuous improvement and provides examples

		□ Defines continuous improvement for the organization	

Section 5: Making Connections (8 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
□ Does not describe how program supports youth with connecting to the larger community **OR** □ Does not describe reasons for not supporting youth with community connections	□ Describes how program supports youth with connecting to the larger community **OR** □ Describes reasons for not supporting youth with community connections	□ Describes how program supports youth with connecting to the larger community with examples **OR** □ Describes rationale for not supporting youth with community connections	□ Details how program supports youth with connecting to the larger community with examples □ Details how these connections benefit the youth **OR** □ Details reasonable rationale for not supporting youth with community connections
□ Does not describe other role the organization has in the youth's life either through a connection to the school, family, community, or other system **OR** □ Does not describe reason for not having another role	□ Describes other role the organization has in the youth's life either through a connection to the school, family, community, or other system **OR** □ Describes reason for not having another role	□ Describes other role the organization has in the youth's life either through a connection to the school, family, community, or other system with examples **OR** □ Describes reason for not having another role	□ Details why opportunities for engagement with community or neighborhood is part of the program with examples □ Details how the community engagement benefits the youth **OR** □ Details reasonable rationale for not having other engagement

Section 6: Budget and Budget Narrative (12 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
□ Does not describe how the grant funds will be used □ Does not describe the number of youth served or the cost per participants	□ Describes how the grant funds will be used □ Describes the number of youth served □ If the program collects fee, a rationale is provided	□ Describes how the grant funds will be used □ Describes the number of youth served and the number meets the minimum RFA requirement □ Justifies the cost per participants, and the per participant cost is appropriate □ If the program collects fee, a rationale is provided	□ Details how the grant funds will be used, and all expenses align with program activities and youth development outcomes □ Details the number of youth served and the number exceeds the minimum RFA requirement □ Justifies the cost per participants, and the per participant cost is appropriate □ If the program collects fee, the fee is listed in revenue and expensed for the program, a rationale is provided for why fees are collected, the narrative includes information on how youth can participate regardless of ability to pay
□ Does not provide a programmatic budget □ Does not describe the organization's indirect costs	□ Provides a programmatic budget □ Describes the organization's indirect costs □ Description provided is justifiable	□ Provides a programmatic budget and expenses aligned to described program and activities □ All budget calculations are mathematically correct and accurate □ Describes the organization's indirect costs which are justifiable to the size and scale of the organization □ Indirect costs do not exceed 30% or justifies an indirect rate above 30%	□ Provides a programmatic budget and expenses align to described program and activities □ All budget calculations are mathematically correct and accurate □ Details the organization's indirect costs which are justifiable to the size and scale of the organization □ Indirect costs do not exceed 30% or justifies an indirect rate above 30%

□ Does not describe other sources of funding	□ Describes other sources of funding	□ Describes other sources of funding and status of funding □ Fundraising strategies are varied	□ Describes other sources, status of funding, and has secured some funds for the program □ Fundraising strategies are varied □ Expenses listed do not exceed revenue